

Durham JobLink Career Center

WIA Employment Program

Employability Assessment

Name: _____ Date: _____

Workplace Readiness Assessment

Category	Initial Score	Follow-Up Score
Appearance Poor hygiene. Inappropriate dress. Well dressed and groomed.		
Voice Mumbles/slurs. Difficult to understand. Clear and understandable.		
Attitude Exhibits boredom; poor self-esteem. Demonstrates interest but not confident. Confident/positive		
Eye Contact No eye contact is made Some eye contact Very good eye contact		
Interaction Not attentive. OK but limited. Good language usage.		
Grammar/Vocabulary Very limited. OK but limited. Good language usage.		
OVERALL		

Record scores from 1 (lowest) to 5 (highest) for each category.

Summary Observations:

Workplace Readiness Needs:

Identified Barriers to Employment

- ☐ Limited English Speaking
- ☐ Deficient Reading Skills
- ☐ Deficient Math Skills
- ☐ School Drop-out
- ☐ Offender-Misdemeanor
- ☐ Person with a Disability
- ☐ No Work History
- ☐ Poor Work History

- ☐ Homeless
- ☐ No Independent Transportation
- ☐ Pre-School Age Children
- ☐ Public Assistance
- ☐ Public Subsidized Housing
- ☐ Substance Abuse
- ☐ Under-Employed
- ☐ Not self-sufficient

Barrier 1

Steps I can take to overcome this barrier

- _____
- _____
- _____

Barrier 2

Steps I can take to overcome this barrier

- _____
- _____
- _____

Barrier 3

Steps I can take to overcome this barrier

- _____
- _____
- _____

Barrier 4

Steps I can take to overcome this barrier

- _____
- _____
- _____